

MPD 3000.1

REVISION A

EFFECTIVE DATE: February 24, 2000

EXPIRATION DATE: February 24, 2005

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# **MARSHALL POLICY DIRECTIVE**

**CD01**

## **MSFC FLEXIPLACE PROGRAM**

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	A	2/24/00	History log added with this revision; previous history contained in Directives Manager's Reference File.

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## 1. PURPOSE

This Marshall Policy Directive (MPD) sets forth required policy for implementation of a Marshall Space Flight Center (MSFC) Flexiplace Program.

## 2. APPLICABILITY

This Directive applies to all MSFC employees and positions that meet eligibility requirements as outlined in MPG 3000.1.

## 3. AUTHORITY

- a. NASA Personnel Bulletin 96-21-JL, dated April 11, 1996
- b. NASA Telecommuting Initiative Action Plan, dated January 1996.

## 4. APPLICABLE DOCUMENTS

MPG 3000.1, "MSFC Flexiplace Program"

## 5. REFERENCES

None

## 6. DEFINITIONS

Flexiplace is the abbreviated name for the Federal Flexible Workplace Program. This program provides employees the opportunity to work all or part of the workweek at an alternative location away from the main worksite. The alternative worksite is the employee's home or a community-based telecenter.

## 7. POLICY

Participation in the Flexiplace Program is voluntary. Any occupation/job involving portable work can be considered for inclusion in the Flexiplace Program. Some positions, e.g., clerical, supervisory, technician, and trainee are not suitable for long-term Flexiplace assignments. Management will decide whether the employee and the position meet the criteria and consider any additional cost to the Center. Employees participating in the program may withdraw or be terminated from the program upon sufficient notice to ensure management and employees adequate time to plan for reverting back to a regular work environment and schedule. Reasons for withdrawing/termination may include: no longer able to fulfill the agreement, no longer benefits the organization or employee,

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transfers to a different position, or loss of interest in the program. Management may alter, with advanced notification, the employee's work schedule or location to accommodate peak workload demands or other official purposes. The Flexiplace Application and Agreement and MSFC Flexiplace Safety Awareness forms will be required for all participants. Participants and their supervisor must attend an orientation session with the program coordinator prior to beginning initial participation.

## 8. RESPONSIBILITIES

a. The Director, Customer and Employee Relations Directorate, is responsible for administering, monitoring, and making necessary modifications to the Flexiplace Program.

b. The Program Coordinator will:

- (1) Provide program orientation,
- (2) Maintain original copies of the MSFC Flexiplace Application and Agreement (MSFC 4292) and MSFC Flexiplace Safety Awareness (MSFC 4292-1) forms, and
- (3) Prepare and maintain program status reports.

c. Supervisors and employees will adhere to the requirements of this policy and the procedural requirements of MPG 3000.1.

## 9. RECORDS

The MSFC Flexiplace Application and Agreement and MSFC Flexiplace Safety Awareness forms will be maintained by the Human Resources Department and destroyed upon completion of the Flexiplace assignment in accordance with NPG 1441.1, Schedule 3/60/A.

## 10. MEASUREMENT

None

## 11. CANCELLATION

MPD 3000.1 dated April 3, 1998

Original Signed by  
Carolyn S. Griner for

A. G. Stephenson  
Director